

TIMBER TREATMENT AND GUARANTEE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Remedial timber treatment against decay and insect attack · decayed timber cut out to the specified margin, moisture source fixe...

KD-QA-DP-003 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	AREA / FLOOR / ROOF VOID	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

TREATMENT SPECIFICATION REF AND REV (FROM KD-QA-DP-001)	PRODUCT(S), APPLICATION METHOD AND COVERAGE RATE SPECIFIED	COSHH ASSESSMENT REF
CUT-OUT MARGIN BEYOND VISIBLE DECAY SPECIFIED (...)	REPLACEMENT TIMBER — SPECIES AND PRESERVATIVE USE CLASS	GUARANTEE TERMS (YEARS / INSURED)

3. Cut-out and preparation

HOLD POINT

- Decayed and infested timber cut out to the specified margin beyond the last visible decay, measured and recorded; dry rot strands traced and removed through the masonry to their limit PCA guidance · BS 8417
- The source of the moisture fixed and recorded (KD-QA-DP-002 reference where a damp remedy applies); timber moisture content falling and recorded BS 8417
- Retained timber exposed, cleaned of debris and dust, and dry enough for the product to penetrate as the data sheet requires; replacement timber pre-treated to the specified use class with its certificate BS 8417 · TDS
- Structural adequacy of retained timber confirmed by the engineer where section was lost; the engineer's note referenced Spec

CUT-OUT EXTENT — ELEMENTS AND MARGINS (MM)	TIMBER MOISTURE CONTENT BEFORE TREA...	ACCEPTED BY / DATE
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE			TIME	DATE

4. Treatment application — product, method, coverage

HOLD POINT

- Product, method (brush / spray / injection / paste) and coverage rate exactly as specified; litres used reconciled against the area or length treated and recorded BS 8417 · TDS
- All faces and ends of retained timber and the masonry the specification includes treated; concealed faces reached by the method the data sheet states TDS
- COSHH controls in force — RPE, ventilation, exclusion of the area for the re-entry period the data sheet states; re-entry time recorded COSHH 2002 · TDS
- Fungicidal treatment of masonry where dry rot was found, to the extent the specification states TDS · PCA guidance

QUANTITY USED VS AREA / LENGTH AND DATA-SHEET RATE	RE-ENTRY TIME (H) / AREA RELEASED AT
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE			TIME	DATE

5. Certificate and guarantee — handover

HOLD POINT

Certificate of treatment issued naming the areas, the elements, the product, the method, the coverage achieved and the date;
certificate number recorded

PCA guidance

Guarantee issued on the specified terms with its conditions stated to the client in writing; insured-backed where the specification requires, with the policy reference

PCA guidance · Spec

Treated timber and any replacement timber recorded on a sketch for the handover file; the reviewer has confirmed the sketch matches the work

Practice

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it

Practice

CERTIFICATE OF TREATMENT REF

GUARANTEE REF / INSURER REF

SKETCH / DRAWING REF

RESULT Pass Fail N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE _____

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

6 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

[illegible]

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7 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
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WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
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WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION: WHERE: EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

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QUALITY — ONE PER AREA

continued

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FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE

POINT

OWNER (NAMED PERSON)

DUE

STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

9 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

10 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.